

STATE OF HAWAII  
NOTICE OF AND REQUEST FOR EXEMPTION  
FROM CHAPTER 103F, HRS

APR 28 A8:25

To: Chief Procurement Officer

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

From: Department of Health - Child and Adolescent Mental Health Division  
*Department/Division/Branch or Office*


Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

1. Title and description of health and human service(s): <b>Functional Family Therapy</b> This is an evidence-based family treatment system provided in a home or clinic setting for youth experiencing one of a wide range of externalizing behavior disorders (e.g., conduct, violence, drug abuse) along with family problems (e.g., family conflict, communication) and often with additional co-morbid internalizing behavioral or emotional problems (e.g., anxiety, depression).  The goals of Functional Family Therapy are the following.  1. Phase I: Engagement of all family members and motivation of the youth and family to develop a shared family focus to the presenting problems 2. Phase II: Behavior change – target and change specific risk behaviors of individuals and families 3. Phase III: Generalize or extend the application of these behavior changes to other areas of family relationships  Functional Family Therapy services range from eight to twelve (8 to 12) one-hour sessions for mild challenges, up to thirty (30) hours of direct service (i.e., clinical sessions, telephone calls, and meetings involving community resources) for more difficult situations, and are usually spread over a three to six (3 to 6) month period. Functional Family Therapy can be conducted in a clinic setting, as a home based model or as a combination of clinic and home visits.		
2. Provider Name and Address:	The Institute for Family Enrichment (TIFFE) 615 Pikoi Street # 105 Honolulu, Hawaii 96814	
3. Total Contract Funds:	\$0	
Contract Funds per Year (if applicable):	(No Cost <i>Expansion</i> )	
4. Reference number of Previous Request for this Service (if applicable):	N/A	
5. Term of Contract:	Start: 5/01/11	CAMHD LOG NO 07-031
	End: 6/30/12	

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<p>6. Describe how procurement by competitive means is either not practicable or not advantageous to the State: The original Functional Family Therapy (FFT) contract for West Hawaii was awarded to Catholic Charities Hawaii on July 1, 2006. On June 30, 2007 the contract was not extended due to the non opening of the contract and lack of clients. Now there is at least one possible client that could benefit from FFT.</p> <p>TIFFE, the FFT provider for East Hawaii, is willing to provide that service at no additional cost during the final year of their FFT contract that ends 6/30/2012. Tiffe's full time FFT staff is under utilized in East Hawaii. CAMHD is in the process of developing a new RFP to procure FFT services statewide for the contract year starting 7/1/2012.</p>	
<p>7. Describe the reason for the selection of the provider including a description of how the procedure ensured the maximum fair and open competition practicable: TIFFE is the East Hawaii provider of FFT Care level with a fully trained team. TIFFE was also the number 2 rated provider for the West Hawaii FFT contract and would have been the next eligible applicant to replace Catholic Charities had there been a need for the service at that time. The other applicants for the West Hawaii FFT contract were not selected for any FFT contracts and have no FFT trained personnel at this time.</p>	
<p>8. Describe the state agency's internal controls and approval requirements for the exempted procurement: The CAMHD Administrator provides overall oversight of the CAMHD clinical services. The CAMHD Medical Director, in particular, will provide clinical oversight and will review the medical necessity and appropriateness of a client use of FFT services. The CAMHD Family Guidance Center clinical team and the treatment team from the provider agency will meet regularly to monitor client's progress and evaluate the effectiveness of this clinical service</p>	
<p>9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract: Janet Ledoux, PHAO CAMHD John MacDonald, Contract Specialist</p>	
10. Direct questions to (name & position):	Janet Ledoux, PHAO
Phone number:	733-4198
e-mail address:	janet.ledoux@doh.hawaii.gov

**I certify that the information provided above is to the best of my knowledge true and correct.**

  
\_\_\_\_\_  
*Department Head Signature*  
**Loretta J. Fuddy, AA.C.S.W., M.P.H.**  
\_\_\_\_\_  
*Typed Name*

  
\_\_\_\_\_  
*Date*

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**NOTICE**

The chief procurement officer is considering this request for exemption and, if there is good cause, the state intends to exempt the purchase as described in the request. Any inquiries regarding the purchase shall be directed to the contact person noted in item 10 of the request. Any concerns regarding the exemption shall be in writing and received by the chief procurement officer within seven days of the date the notice was first posted. Concerns shall be mailed to: Aaron Fujioka, Chief Procurement Officer, State Procurement Office, 1151 Punchbowl St., #230A, Honolulu, HI 96813.

**FOR CHIEF PROCUREMENT OFFICER USE ONLY**

Chief Procurement Officer's Comments:

This award is required to be posted on the Awards Reporting System.

As a reminder, individual(s) participating in procurement activities are required to be in compliance with Procurement Delegation No. 2010-01 and Amendment 1, and Procurement Circular No. 2010-05, *Statewide Procurement Training*, as appropriate. Procurement requests submitted to the SPO listing departmental personnel without written delegated procurement authority and the appropriate mandatory procurement training will be returned with no action taken.

☒ **APPROVED**    ☐ **DISAPPROVED**    ☐ **NO ACTION**

  
\_\_\_\_\_  
Chief Procurement Officer Signature

5/25/2011  
\_\_\_\_\_  
Date

Please ensure adherence to applicable administrative requirements.